

108.0 Secretary of State

IT Plan Version: B 1

Goals and Objectives

Goal: 1 The agency will have modern, integrated IT tools that are well supported.

Objectives

Timeframe

Accomplishments/Status

- 1 Adopt office information tools that are standardized, integrated, and well supported (including training and documentation).
- 2 Define and implement a structured training plan for the agency that covers both new-hire and continuing in-service information technology and business training.
- 3 Define and execute a data integration plan that brings together the various "data islands" onto a single platform. Investigate the current and potential usage of alternate imaging solutions.

Ongoing

Ongoing

Ongoing

The cost to move data from the AS/400 to the mainframe is estimated at between \$900,000 and \$1,000,000. Therefore, it may not be feasible to combine various data onto a single platform. The agency, however, still has concerns about the lack of programmers for the AS/400.

The imaging has been removed from a jukebox to the mainframe.

Goal: 2 The agency will use technology to increase the level of service without substantially increasing the budget.

Objectives

Timeframe

Accomplishments/Status

- 1 Analyze business processes. Implement changes and adopt appropriate technologies to improve efficiency and customer service.
- 2 Research and implement new technologies to reduce storage, printing and communications costs.

Ongoing

Ongoing

Goal: 3 The agency will have well-documented procedures and programs.

Objectives

Timeframe

Accomplishments/Status

- 1 Develop well-documented procedures and programs that are consistently applied.
- 2 Implement a formalized procedure review process, and regularly review and update procedures.
- 3 Address the lack of system and user documentation on the applications developed by local vendor, which provides AS/400 support.

Ongoing

Ongoing

Ongoing

Have initiated dialog with ITD regarding an "agreement" whereby ITD support staff would provide vision and continuous research regarding new technology that may be of benefit to the operations of the agency.

The source codes are now in the possession of the agency. The agency has also worked with ITD in securing recompiling software so that function can be performed by the agency regardless of which AS/400 support vendor does programming.

Goal: 4 The agency will have easily and publicly accessible, accurate, and consistent data.

Objectives

Timeframe

Accomplishments/Status

- 1 Continue exploration of World Wide Web for the dissemination and perhaps even entry of information.

Ongoing

Agency web site has been operational since October 1977. Working with ITD to have forms on web site that can have data entered on-line then printed for submission.

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Goal: 4 Continued....

Objectives

- 2 Create an infrastructure to allow the public to access information without agency intervention.
- 3 Advocate Internet connectivity with county offices, such as the County Auditors, to allow for the submission of data and electronic sharing of information.
- 4 Define, execute, and regularly test disaster recover plan for all systems.

Timeframe

Ongoing

Accomplishments/Status

At the beginning of the 1999 legislative session, the list of registered lobbyists was made available on the web site. In December of 1999, the list of all licensed contractors was placed on the web site. A lot of election related information, forms, and pamphlets are now on the agency web site. Future intent is to have certain Business Division information available on the web site.

Ongoing

At the present time, ITD has informed the agency that they have the technology to allow for the submission of election night poll results via the Internet. The cost to the agency to implement is estimated at between \$20,000 and \$25,000. Current budget may not allow for expenditure. Agency will consider for 2001-2003 biennium.

Ongoing

The agency did not experience any Y2K problems.

Goal: 5 The agency agency will use the electronic record as the legal document.

Objectives

- 1 To work with others for the passage of laws and the establishment of administrative rules regarding electronic records.
- 2 Develop mechanisms for electronic reporting and filing of legal documents.

Timeframe

Ongoing

Ongoing

Accomplishments/Status

Activity	Priority	Activity Type	Start Date	End Date		99-01	01-03	03-05
108 Operating	1	Maintenance/Base	Ongoing					
Continue to maintain and enhance present hardware and software systems to provide for the most efficient and cost effective procedures for processing data and making that data available to the public. This goal is in keeping with the general theme that is found throughout this report.					IT PLAN ESTIMATED COST	\$1,400,000	\$1,775,700	\$1,675,000
					BASE BUDGET REQUEST		\$1,400,000	
					OPTIONAL BUDGET REQUEST		\$375,700	
					BUDGET NONAPPROPRIATED		\$0	
Total Agency					IT PLAN ESTIMATED COST	\$1,400,000	\$1,775,700	\$1,675,000
					BASE BUDGET REQUEST		\$1,400,000	
					OPTIONAL BUDGET REQUEST		\$375,700	
					BUDGET NONAPPROPRIATED		\$0	